



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

January 9, 2009

IOWA BULLETIN NO. IA360-9-8

SUBJECT: PER – LINCPASS PROCEDURES FOR PARTNER EMPLOYEES AND VOLUNTEERS

**ACTION REQUIRED BY: FEBRUARY 13, 2009**

**PURPOSE.** To announce the procedures for partner (affiliate) employees to obtain a LincPass identification badge.

**EXPIRATION DATE.** September 30, 2010

Partner employees will soon have the ability to enroll for a LincPass identification badge through the Non-Employee Information System (NEIS) database. To begin this process, the USDA Natural Resources Conservation Service (NRCS) Human Resources Staff (HR) must enter Conservation District of Iowa (CDI), Iowa Department of Agriculture and Land Stewardship (IDALS), Iowa Department of Natural Resources (DNR), Agricultural Conservation Enrollees/Seniors (ACES) employees, and Earth Team volunteer information into the NEIS database by March 31, 2009.

Because the NRCS HR staff does not have the personal information required by the system, we are forwarding the attached form(s) to be completed by each non-federal employee who requires computer access in the course of their position, as a partner, affiliate, or volunteer with NRCS.

The completed form should be faxed back to the State Office HR fax machine at (515) 284-5196, which is located in the Human Resources Office. This will ensure the safeguarding of partner employee personal information. Once the employee's information has been entered into NEIS, and the employee receives an e-mail notification to confirm his/her information, along with instructions for setting up an appointment to enroll for a LincPass card, the HR Staff will shred the paper copy containing the employee's personal information.

All Assistant State Conservationists (Field Operations), District Conservationists and Administrative Management Assistants are requested to assist in this effort by reproducing and distributing the appropriate forms (see attached) and providing a copy of this bulletin to all non-federal affiliate employees in their area. Please ensure all non-federal employees that require access to the USDA system send their information to the State Office HR office before the February 13, 2009 deadline.

If you have any questions, please contact the Human Resources Section at (515) 284-4587.

/s/  
Richard Sims  
State Conservationist

Attachments

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